

CODE OF CONDUCT FOR STAFF

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

PRURPOSE

The purpose of this code is ensure our commitment to upholding the ethical, professional and Educational standards we use as the basis for our daily and long-term decisions and actions. We all must be comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as members of the HIT, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

APPLICABILITY:

Part-time employment with the Institute, with permanent, probationary, trainee, retainer, temporary or contractual appointment.

RESPECT IN THE WORKPLACE

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

PROTECTION OF INSTTUTE PROPERTIES

All employees should treat our Institute's property, whether material or intangible, with respect and care.

EMPLOYEES:

Shouldn't misuse Institute equipment or use it insensibly.

Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect Institute facilities and other material property (e.g. Lab Equipments) from damage, whenever possible.

PROFESSIONALISM

All employees must show integrity and professionalism in the workplace:

Professors encourage the free pursuit of learning in their students.

Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit.

Professors must encourage mentoring throughout our Institute.

PERSONAL APPEARANCE

All employees must follow our dress code and personal appearance guidelines.

CORRUPTION

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

JOB DUTIES AND AUTHORITY

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Department Head mustn't misuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

ABSENTEEISM

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

CONFLICT OF INTEREST

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

COLLABORATION

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

COMMUNICATION

All employees must be open for communication with their colleagues, supervisors or team members.

HARASSMENT

The Institute is committed to provide a work environment that is free of inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity. Employees are responsible for supporting the Institute in its endeavour to protect others from any form of such harassments.

ALCOHOL & SUBSTANCE ABUSE

The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and during working hours is strictly prohibited.

POLICIES

All employees should read and follow our Institute policies. If they have any questions, they should ask their HOD's Or Administration Department.

DISCIPLINARY ACTIONS

Our Institute may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

Demotion.

Reprimand.

Suspension or termination for more serious offenses.

Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft ,misconduct or other unlawful behavior.

CONTACT

All queries and clarifications on the policy and procedures may be referred to the Principal/ AO-Office.

For Governing Body

For HiTech, morality and integrity are important characteristics to demonstrate. We instinctively know that it is good to be moral and act with integrity. By being moral, we enrich our lives and the lives of those around us. We understand, Practising and making an effort to make moral decisions throughout the Governing body will pay dividends when we are faced with serious moral dilemmas.

The board of directors and management at all levels of the organizations demonstrate through their directives, actions, and behavior the importance of integrity and ethical values to support the functioning of the system of internal control.

The expectations of the board of directors and senior management concerning integrity and ethical values are defined in the entity's standards of conduct and understood at all levels of the organization and by outsourced service providers and business partners.

The Board of Directors of the Company adopted this Code of Conduct and Ethics as a testimony of its commitment to adhere to the standards of loyalty, honesty, integrity and the avoidance of conflicts of interest.

The Directors & Senior Management personnel are required to act in accordance with the highest standards of personal and professional integrity, honestly, ethical and legal conduct, when acting on behalf of the Company or in connection with the Company's business or operations and at social events.

The Directors and the Senior Management personnel shall

- Act honestly, fairly, ethically, with integrity and loyalty and conduct themselves in a professional, courteous and respectful manner;
- Act in the best interests of the Company and in a manner to enhance and maintain the reputation of the Company, and fulfill their fiduciary duties to the stakeholders of the Company;
- Act in good faith, with responsibility, due care, competence, diligence and independence;
- Treat their colleagues and other associates of the Company with dignity and shall not harass any of them in any manner.

The Directors and senior management personnel are expected to avoid and disclose any activity or association that creates or appears to create a conflict between the personal interests and the Company's business interests. A Conflict of interest exists where the interests or benefits of one person or entity conflict with the interests or benefits of the Company.

It is the general obligation of the Directors to conduct the business and operations of the Company in accordance of the laws, rules regulations, agreements, guidelines; standards including accounting standards governing its operations in the geographies the Company operate.

The Directors and Senior Management personnel shall acquire appropriate knowledge of the legal requirements relating to their duties sufficient to enable them to perform their obligations diligently.

The Directors and Senior Management personnel shall also comply with the internal policies and procedures of the Company to the extent applicable to them including but not limited to compliance with Prohibition of Insider Trading policy of the Company.

